POSITION DESCRIPTION
Director of Finance and Administration

Summary:
The Director of Finance and Administration reports to the President and is responsible for all aspects of the Fund’s work associated with its efficient operations as an independent entity. This includes: financial management, grants administration, organizational performance management, human resources, donor tracking, and legal matters.

About the Fund for Our Economic Future:
The Fund for Our Economic Future is an alliance of funders dedicated to advancing economic growth and equitable access to opportunity for the people of Northeast Ohio by articulating and advancing a regional agenda, empowering a leadership network, and marshalling strategic funding. At the center of our strategy is Growth & Opportunity, an approach to growing the economy in ways that increase opportunities for all people through interconnected, collaborative, cross-sector initiatives that advance job creation, job preparation and job access with deliberate attention to systemic racial inclusion. The long-term vision of the Fund is a Northeast Ohio where a robust, growing economy offers good jobs, residents experience rising incomes, and the ability to access opportunity is not defined by race or ZIP code. More about our Fund can be learned at www.thefundneo.org.

Primary Duties and Responsibilities:

Financial Management. Director serves as lead staff responsible for the Fund’s finances. S/he will work closely with the President, Board Treasurer and Finance Committee to ensure smooth and efficient financial operations, including:

- Staffing the meetings of the Finance Committee and, in the absence of the Treasurer, provide reports to the Executive Committee and Board
- Updating and managing financial processes, including invoicing, approval authorities and accounting for increasingly complex funding streams
- Working with President and Board Treasurer to develop annual and three-year budgets for the Fund
- Keeping President apprised of organization’s financial position, including:
• Regular status reports of actual revenues/expenses versus budget
• Cash flow, including accounts payables and receivables

- Acting as point person on Fund financial audit, including the selection of the auditing firm, the preparation and presentation of records, and responding to any guidance
- Working with President, Manager of Operations and Manager of Finance to align financial management roles and responsibilities

**Grants Administration.** Director has primary responsibility for grants and contracts management, including directed funding and non-grant financial instruments. Director will work closely with the Chair of the Evaluation and Resource Allocation Committee to:

- Develop annual and three-year budgets for grantmaking priorities, with input from the President
- Manage pipeline of potential grant awards, with input from all Fund staff
- Update system for tracking and provide regular reporting on grantmaking budget
- Update and oversee due diligence and award processes, in line with Fund’s established Code of Regulations
- Oversee and sign off on grant agreements and contract awards
- Update and maintain grant and contract templates
- Provide leadership on grant and contract record keeping, working closely with Manager of Operations to ensure compliance with all IRS 501(c)(3) and other legal requirements
- Prepare and present reports to Board and other relevant committees based on in-depth knowledge of grant details, with support from relevant staff

**Organizational Performance Management.** Update and maintain performance management system that integrates Fund strategy, staff goals and financial/budget guidance to be used by the staff and Board Chair.

- Work with President to develop an integrated performance management template
- Establish and lead process to regularly review organizational progress against goals with staff
- Prepare summary reports on progress that can be shared with the Board and, as appropriate, the public

**Human Resources.** The Director will oversee Human Resources processes working closely with the Fund Nominating and Personnel Committee and Manager of Operations.

- Work with President to manage annual performance review and professional development processes
• Overseer compliance with organization’s established policies (e.g., paid time off, access to benefits, etc.)
• Provide leadership and work with Manager of Operations to:
  o Update the Fund’s Employee Handbook
  o Manage and monitor benefits programs of the Fund including health care and 403b plans, and any necessary compliance documents
  o Comply with all EEOC requirements
  o Establish and monitor contracts with outside vendors and consultants
  o Update and maintain job descriptions
  o Execute staff onboarding and exit interviews

**Donor Management and Tracking.** While member and donor development is led by the Fund’s Director of Communications, the Director of Finance and Administration will ensure that the Fund has the appropriate systems to manage its relationships effectively with potential and current contributors to the Fund.

• Update the Fund’s donor management system in collaboration with the Director of Communications and the President, ensuring that key interactions are tracked and appropriate notifications are given relative to renewals, grant reports and more
• Ensure that donor management system is integrated into other processes such as budgeting and performance management
• Provide oversight on work of Manager of Operations to keep donor management system up to date

**Legal Matters.** The Director of Finance and Administration will work with the President and Board Secretary to support strong governance processes and record keeping.

• Ensure that the firm’s record keeping complies with all legal standards
• Serve as the steward of the Code of Regulations and recommend changes as appropriate
• Interface with outside legal counsel as needed, on matters such as human resource questions, contract documents, and other matters aligned with the position

**Education and Experience Specific to the Position:**

• A degree or equivalent experience in Accounting, Business or Organization Management is required.
• Prior professional experience in the desired functional areas or equivalent is required.
• Key characteristics of a successful individual in this role include: demonstrated leadership capacity, a strong service orientation and excellence in process management.
Experience working with nonprofits and/or economic development organizations or intermediaries is helpful but not required.

**Attributes we value in all our staff:**
We seek to build a caring, high performance culture. We expect all our staff to reflect the following professional attributes:

- Fearless engagement on the tough issues of Growth & Opportunity, including systemic racial inclusion
- Highly collaborative team player
- Service oriented
- Ability to self-manage
- Ability to manage and facilitate others
- Strong oral communicator
- Strong written communicator
- Critical thinker
- Works well in unstructured environments
- Summarizes and synthesizes well

**Contact:**
Interested individuals should provide a cover letter summarizing interest and a resume with relevant experience via Carolyn Cleveland at ccleveland@thefundneo.org or 216-456-9811.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee’s request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*